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*Comm.
R&D*

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IC/CPAG/74-0734

15 March 1974

MEMORANDUM FOR: Dr. Malcolm Currie

SUBJECT: Policy Concerning Members' Attendance at R&D
Council Meetings

1. In the process of scheduling Intelligence Research Council meetings, even as much as 3-5 weeks in advance, it is difficult, if not prohibitive, to select a time for which 100 percent attendance of the designated members can be assured. My purpose in writing this memorandum is to gain approval and establish some range of conditions acceptable to you that carries out your desires to have members in attendance in lieu of an array of alternates.

2. First, there is some attractiveness to establishing a set schedule for Council sessions. Knowledge that the Council will meet at a particular time or day(s) of each month should permit the members to arrange their schedule sufficiently in advance to attend meetings. This subject could be addressed at the next Council session. Sampling of members' schedules as held by their secretaries indicates that the second Tuesday of each month at 1000 hours is the most suitable. Agendas would still be promulgated. Additional meetings could, of course, be called as required. Nevertheless, whether the schedules are set well in advance or not by whatever means, there undoubtedly will be some cancellations at the last minute due to illness, late requests for appearances at Congressional Committees, etc. Some issues evolve:

a. Should the meeting be cancelled when two or more members cannot attend?

One might set the number three as the criteria for cancellation except in the catastrophic case wherein the cancelling member is, in fact, the briefer. Eight members should be able to conduct Council business effectively. If (b) below is acceptable, this condition should seldom occur.

b. Should designated alternates attend when, due to extenuating circumstances, the member cannot attend?

Some alternates are, in fact, the member's alter ego and participate almost equally in R&D matters. This is true in the case of [REDACTED]

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(NSA), and Dr. Koslov (Navy). Permission for these individuals to attend meetings when the member cannot need not detract from Council effectiveness; their presence could, in some context, be considered more representative of member's interest than the case where the chair is left vacant. Organizational continuity is also important in the longer term sense.

3. In summation, I believe that establishing a set time and place on a recurring basis for Council meetings should in the long term reduce the probabilities of a scheduling conflict for the members. Scheduling latitude is also requested as a function of the number and composition of members present for any given session. The lower bounds of three absentees is recommended as a criteria for meeting cancellation with a mix of designated alternates accepted as part of this criteria.



Executive Secretary
Intelligence Research and Development Council

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